



# WASHINGTON MILITARY DEPARTMENT

*"Citizens Serving Citizens With Pride & Tradition"*

## **Washington Youth Academy** State Civilian Job Opportunity



### **CADRE TEAM MEMBER**

Youth Academy Residential Specialist 1 (YARS1) – In-training  
Youth Academy Residential Specialist 2 (YARS2)

(355P)

|                     |  |
|---------------------|--|
| <b>REPUBLISHED:</b> | <b>August 27, 2009</b>   |
| <b>CLOSES:</b>      | <b>Open Until Filled – Screening begins immediately upon receipt</b>                                 |
| <b>RECRUITMENT#</b> | <b>WYA245-YARS1-2</b>  |
| <b>SALARY:</b>      | <b>YARS 1 - \$2266 - \$2920 (Range 33)<br/>YARS 2 - \$2542 - \$3293 (Range 38) DOQ plus benefits</b> |
| <b>LOCATION:</b>    | <b>Bremerton, Washington</b>   |

**Please Note: Well-qualified Cadre Team Member applicants are encouraged to apply at the beginning of each month in order to be included in that month's physical assessment test (PAT).**

The Washington Military Department is now recruiting for Cadre Team Members for the Washington Youth Academy in Bremerton, Washington. These positions will each report to a Cadre Team Leader. Cadre Team Members are responsible for providing highly-regimented structure, discipline, and training to the student/cadet corps on a 24/7 basis. Cadre team members must be available for all days and shifts.

The Department is filling positions at both the YARS 1-2 levels. Employees hired at the YARS 1 level will be required to complete a 12 month in-training program. Upon successful completion of the program, employees will be advanced to the YARS 2 level.

## **Today's ChalleNGe...Tomorrow's Success**

### **ABOUT THE PROGRAM**

The Washington Youth Academy (WYA) is part of the National Guard Youth Challenge Program. Established under authority of both federal and state law, the WYA will be a state-run residential and post-residential program for 16-19 year olds who have dropped out of high school or are at risk of not graduating from high school.

The goal of the program is to give these youth a second chance to become responsible and productive citizens by helping them improve their life skills, education levels, and employment potential. The program is voluntary. Students will attend a 22-week residential academy with a 12-month post-residential mentoring period.

Core components of the program consist of citizenship, preparation for the GED or high school completion, work skills, community involvements and projects, health, hygiene, skills, training, leadership, fellowship, and physical fitness. The critical work ethic portion of the program teaches cadets to accept work assignments which vary in scope and length. These assignments are designed to foster initiative, flexibility, creativity, and leadership.

The Military Department will partner with other state and local agencies, the Bremerton School District, and community organizations in leveraging available state and federal resources. The Washington Youth Academy is not intended or designed to be a military academy, however, it incorporates a highly structured military format, with an emphasis on student discipline and personal responsibility to provide a positive, safe, and secure learning environment. The first class is scheduled for January 2009.

You can learn more about the Youth Challenge Program at the national website—[www.ngycp.org](http://www.ngycp.org). To learn more about the Washington Military Department visit [www@mil.wa.gov](mailto:www@mil.wa.gov).

### **KEY RESPONSIBILITIES**

- Provides direction and guidance to cadet participants as they undergo daily training plans and programs designed to provide a high level of regimentation (military structure), discipline, and redirection to the student cadet corps on a 24/7 basis.
- Participates in screening and interviewing applicants to the WYA and assists in selecting students who have the best potential for success in meeting their individual and program goals.
- Assists in preparing Academy facilities, distribution of supplies, and equipment that will ensure the Cadre Team is able to effectively and efficiently induct each new class.
- Adhering to instructions from senior Academy staff, leads the Cadre Team through the program steps of the Pre-Challenge curriculum (weeks 1 and 2) which is designed to identify those students who are best suited and committed to changing the direction of their lives.
- Leads assigned Cadre Team in a manner that ensures all the academic, physical training and personal development activities are completed, properly recorded and that program activity goals are successfully met.
- Leads the Cadre Team in implementing daily program activities to include conducting cadet inspections and unit formations, reviewing/directing minor disciplinary actions involving members of the cadet corps, and rating cadet performance, etc.
- Assists in the collection of individual cadet and program performance data for entry into the NGB data base and reporting system.
- Makes recommendations to the Cadre Supervisor concerning budget and resource problems/issues.

## Cadre Team Member

---

- Continuously promotes teamwork and fosters a positive and supportive learning environment for cadet participants.
- Makes recommendations regarding training and strategic planning.
- Ensures safety and security during all activities and phases of the WYA program.
- Responds immediately and effectively to any Cadet conflicts and administers appropriate corrective/disciplinary intervention within authorized authority and guidance from the Cadre Supervisor and Commandant. Triage students prior to assignment to sick call.
- Attends cadet disciplinary hearings and provides staff input to student peer court proceedings.
- Routinely participates with cadets in physical fitness, running, marching and drill and ceremony.
- Participates in daily inspections of the student living areas. Ensures plan for building maintenance and cleaning schedule is completed and the facility is cleaned on a daily basis.
- Consistent with policy, accounts for all property, mail, and contraband taken from cadets and ensures that items are inventoried and secured properly.
- Participates in planning, coordination, and set-up of special events including "in-processing", visitor days, cadet 42 hour passes, mentor training set-up, graduation, exercises, etc.
- Conducts and participates in other duties as assigned by the Commandant and Cadre Supervisor.

### GENERAL INFORMATION

- You do **not** need to be a member of the Washington National Guard to apply for this position.
- 
- This recruitment will be used to establish a list of qualified candidates to fill future vacancies as they occur.
- 
- Washington State offers its employees a generous benefits package, including medical and dental coverage, life and disability insurance, retirement, as well as deferred compensation and optional supplemental retirement accounts.

### REQUIRED QUALIFICATIONS

#### YARS 1

High school graduation or GED equivalent and one year of experience working with at-risk youth or related experience such as youth services, social services, military, education or law enforcement.

Two years of college will substitute for the required one year of experience.

Note: A valid driver's license is required. A Commercial Driver's License (CDL) with appropriate endorsements may be required.

#### YARS2

High school graduation or GED equivalent and two years of experience working with at-risk youth or related experience such as youth services, social services, military, education or law enforcement.

Two years of college may be substituted for one year of required experience.

Note: A valid driver's license is required. A Commercial Driver's License (CDL) with appropriate endorsements will be required prior to start date.

## **DESIRABLE QUALIFICATIONS (Both Levels)**

### Experience

- Working with at-risk youth.
- A teacher/instructor/coach with an understanding of teaching techniques and learning processes.

### Knowledge of:

- Military drill and ceremony.
- Military customs / courtesies.
- Basic first aid and emergency medical care.

### Skills / Abilities:

- Assign, guide, coach and train one or more teammates while performing similar work. Interview juveniles and family members to obtain and clarify information and explain procedures and expectations.
- Work effectively with at-risk youth who may have social, economic, emotional or behavioral issues.
- Make sound decisions and remain calm under stressful situations.
- Develop and encourage teamwork.
- Promote a learning and instructional environment that is positive, productive, safe, and secure.
- Identify and manage manipulative behavior that may be demonstrated by juveniles.
- Appropriately handle emergency or potentially dangerous situation.
- Identify and implement direct services to juveniles that encourage the adoption and maintenance of positive life skills.
- Work effectively with a diverse group of at-risk youth, their parents/guardians, other members of the WYA staff, and community partners and stakeholders to achieve the goals of the individual students and the program as a whole.
- Participate in physical fitness activities including calisthenics and competitive sports plus respond to emergency situations where a higher level of fitness can be critical to ensuring cadet safety or security.
- Work under pressure in a stressful work environment
- Maintain confidentiality at all times.

## **CONDITIONS OF EMPLOYMENT**

- Must be able to participate in and pass a pre-employment physical fitness and agility standardized test and annual tests thereafter, in accordance with program requirements. The assessment consists of the following:
  - o Emergency Response Test:
    - A stair descent,
    - dragging 140-160 lbs. to safety,
    - Stair Climb,
    - crawling, sitting and standing unaided
  - o Physical Fitness Instruction/Demonstration of a series of Callisthenic exercises
  - o 15 Minute Continuous Run without stopping, walking, or speed walking
- Position is subject to shift work and incumbent must be willing to work periodic weekends and nights depending on program activities and requirements, including responding to

emergency situations in a reasonable amount of time when they involve cadet health, safety, or security.

- Periodic travel in and out of the state for up to one week at a time.
- Extensive interaction and contact with teenagers and parents to include periodic disgruntled individuals and confrontational situations.
- Position is subject to shift work and is expected to work beyond the established core hours/days when necessary to accomplish the day-to-day duties and responsibilities.
- Willingness to work in and around military facilities and programs.
- Must comply with Department policies and procedures governing workplace conduct.
- Must possess a valid Washington State drivers license, be qualified to drive a state vehicle, and obtain a Commercial Driver License (CDL) endorsement if required to accomplish program requirements.
- Willing to work in and around military facilities and programs.
- Willing to work with at-risk youth in a 24/7 setting.
- Individuals working with at-risk youth in a residential setting must take and pass pre-employment and periodic drug tests as outlined by Agency policies and procedures.
- Individuals working with at-risk youth in a residential setting must complete and pass pre-employment and periodic background checks as outlined by Agency policies and procedures.
- Individuals working with at-risk youth in a residential setting are subject to safety and security surveillance.
- Must complete annual first aid and CPR training/re-certification.
- Must comply with Department policies and procedures governing workplace conduct.
- Incumbent will be required to attend formal Youth Challenge staff training courses (up to 1 week each) and on the job training at another National Guard Bureau Youth Challenge Program (up to 2 weeks).
- The Washington Youth Academy is a tobacco free campus. Use of tobacco products is not permitted anywhere within the confines of the Youth Academy or in the view of the students when off campus.

### HOW TO APPLY:

Submit the following documents to [applicant4@mil.wa.gov](mailto:applicant4@mil.wa.gov). Indicate the position you wish to apply for on the subject line of your email message.

1. A completed [Washington State Application Form](#). Type your name and the date signed in each of the signature blocks.
2. Prepare a 3-4 paragraph "[letter-of-introduction](#)" that explains why your particular work experience/preparation makes you the most suitable candidate for our open position.
3. On a separate sheet of paper, create a [Reference List](#) that gives your full name, address and the position title you are applying for as a heading. Be certain to report: (1) full names, (2) indicate the references professional title and work relationship to you, (3) the reference's correct e-mail address and (4), a current daytime phone number. Your reference list must include at least two of your past/current supervisors, one peer and one subordinate, if applicable.

**Note: A resume will not be accepted as a substitute for a completed Washington State Application**

Electronic application packets are preferred. Individuals who are not able to submit electronically may submit a hard copy by mail, or fax to:

Applicant Four  
Camp Murray, Bldg. # 33  
Tacoma WA 98430-5006  
Voice/Message (253) 512-7941      Fax (253-512-7808

**THE FOLLOWING RECRUITMENT AND SELECTION information is provided for your convenience.**

| Activity  | Explanation  |
|---|--|
| Initial Screening of Applications   | Applications are screened upon receipt against the required & desirable position responsibilities  |
|   |  |
| Physical Agility Testing and Written Assessment (Both tests are completed on the same date).<br><br>Participation in the WYA assessment activities is by invitation only.<br><br>For the remainder of 2009 we have pre- scheduled assessments as follows:<br><br>October 7 <sup>th</sup><br>November 18 <sup>th</sup><br>December 9 <sup>th</sup> | First, candidates are required to complete release-documents that allow the academy to conduct background/drug testing as well as complete a 7 page self-disclosure document. Second, participate in a physical assessment test (PAT) designed to measure the candidate's physical stamina and endurance necessary to meet regular and emergency incidents (e.g. removing unconscious people from danger, lead a fire evacuation, conduct daily cadet PT, remove threats to the safety/ security of our cadets, etc.). Finally, take our written exam that measures the sharpness of observation/awareness skills. |
| 1st Interview – Panel<br><br>2 <sup>nd</sup> Interview –one to two senior-level academy staff screen the finalists.<br><br>Shortly thereafter, one finalist will be chosen and offered a <u>Conditional Job Offer contingent on positive outcomes from both a clean background check report and a negative drug test result.</u>                  | A 45 minute encounter with 3-5 Youth Academy staff who ask a series of standardized questions of each candidate to reveal their knowledge, skills and abilities that pertain to the position's duties and responsibilities.  |
| Anticipated Employment Start Date   | Typically two-three weeks after the formal job offer is made by the hiring supervisor.   |
|   |  |

## Cadre Team Member

|  |  |
|--|--|
|  |  |
|--|--|

*The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.*